

BUILDING AND GROUNDS SUPERINTENDENT – 2155

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and administrative work in the maintenance and repair of buildings, grounds and facilities; does related work as required. Work is performed under the general supervision of the Director of Parks and Recreation. Supervision is exercised over subordinate personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the employee is subject to inside and outside environmental conditions, extremes in temperature, and hazards including moving mechanical parts, vibrations, oils, furnaces, gases, and mists.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising work crews in the repair and maintenance of City parks and recreational facilities, grounds and buildings and other City facilities including the maintaining of records and reports; scheduling and assuring that work is accomplished according to departmental and safety standards and that facilities are free of public hazards.

Participates with department director in long range planning for parks and recreation and other facility preventive and corrective maintenance;

Hires, trains, assign, motivates, provides communication, conducts employee performance coaching and evaluation, and participates in disciplinary action;

Participates in division budget development and administration including preparing equipment specifications; orders materials and equipment;

Assist in managing various contracts related to Parks and Recreation and other facilities and adherence to specifications and budget;

Updates and maintains OSHA and EPA rules and regulations;

Participates in trouble shooting and problem solving of various tools and equipment;

Oversees the maintenance of cemeteries;

Confers with Recreation Supervisor in coordinating and implement short and long-term care and repair activities;

Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance;

Prepares required and requested reports; maintains proper records on equipment, tools, and work activities;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the methods, tools and equipment utilized in the parks and recreation maintenance; considerable knowledge of the work hazards and applicable safety standards associated with the work; considerable knowledge of budgeting, purchasing and personnel procedures; considerable knowledge of landscape architecture and turf management practices; considerable knowledge of the hazards and related liabilities and remediation strategies related to parks and recreation and other buildings and facilities; some knowledge of construction practices; some knowledge of parks planning; skill in the operation of assigned equipment and tools; ability to plan, organize and evaluation work activities and projects and to hire train, motivate, communicate and provide performance coaching and evaluation for employees; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with other employees, other departments, public officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a community college with major course work in parks and recreation management, landscaping or related field and considerable building and grounds maintenance experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate commercial driver's license valid in the State of North Carolina. Possession of a public operations turf and ornamental pesticide license, certified as a playground inspector and pool operator. Certified First Aid and CPR.